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FO must be  
in MS Excel format

Republic of the Philippines  
LGU - ZUMARRAGA, SAMAR  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which are authorized to be filled, at be the MG-Zumarraga, Samar in the CSC website:

  
**MYRNA O. TAN**  
(Head of Agency)  
Date: July 31, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	<b>Administrative Aide I</b> (Utility Worker I)	1011-03	1/1	₱ 6,973.00	Must be Able to read & write	None Required	None Required	<b>None Required</b> (MC 10, s. 2003-Category III)		Office of the Mayor
2	<b>Administrative Aide I</b> (Utility Worker I)	1011-06	1/1	₱ 6,973.00	Must be Able to read & write	None Required	None Required	<b>None Required</b> (MC 10, s. 2003-Category III)		Office of the Mayor

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than August 15, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**PILAR T. ALCALA**

MBO/HRMO-Designate

Zumarraga, Samar

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**